

The Village of Corrales requires event organizers to obtain insurance for events held on Municipal property.

The New Mexico Municipal League Self Insurance Fund is offering the new TULIP (Tenant User Liability Insurance Program) program. The TULIP program enables users to obtain a \$1 million per occurrence policy to cover their event via a secure website. The municipality is named as an Additional Insured on the user's policy.

TULIP Procedures:

1. Tenant user receives approval from municipal-clerk (or other appropriate municipal official) for use of the facility.
2. Municipal clerk notifies tenant user that insurance is required in order for them to use the facility and advises that such coverage can be obtained through the TULIP program – or that they can obtain insurance on their own.
3. Municipal clerk provides the half- page TULIP flyer containing the municipality's code to the tenant user. Facility Code for Corrales is **0501-B9B**.
4. Tenant user goes online to www.ebi-ins.com/tulip to complete the brief application and pay for the coverage using a credit card. If the event falls outside the online parameters (i.e. attendance is over 5000), the tenant user can call the toll-free number listed on the half- page TULIP flyer to get a quote.
5. Both tenant user and municipality receive a certificate of insurance via email.
6. Municipal clerk relaxes knowing all of the bases are covered

TULIP

Tenant User Liability Insurance Program

Are you planning to use or rent a municipal facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.

You can buy insurance through the city-sponsored TULIP program, or you can purchase a policy through another private insurance carrier.



Protect yourself and your guests with TULIP coverage

Get a free quote for your event!

■ **Step 1: Visit www.ebi-ins.com/tulip**

■ **Step 2: Enter facility code**

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Don't have a code? Select "National League of Cities" from drop-down list, then select your state and city.

■ **Step 3: Describe event or activity**

Select from drop-down menu. Click next.

■ **Step 4: Get your quote**

Answer some basic questions and enter your contact and billing information.

■ **Step 5: Purchase when ready**

For more information contact Carole Stapleton at (978) 661-6874 or Theresa Lee at (978) 661-6642
Web Address: www.ebi-ins.com/tulip

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